



Probation Termination

Chapter 4 Section 1

Introduction In EHRP, there are several routine HR functions that are automated. One function of this type is the termination of the employee's probationary period. This section describes what the system requires to perform this function and how the managers use the information that the system provides.

Requirements To enable EHRP to run automatic actions, the required position and employee data must first be set up. In order for the probation termination actions to be performed, the **probation dates** must be identified on the **Employment 2** page of the **HR Processing** page group. The **Reports To Position** must also be completed on that page.

User Information The Probation Termination Automatic Action will identify employees who will reach their probation termination date within 60 days.

The following details the steps the manager will use to review the list of employees the system has identified as approaching their probation termination date.

Follow the navigational path:

Home → Administer Workforce → Automatic Actions (USF) →
Use → Prob Term Supv Rev

The following page appears:



PEOPLE
Soft

Home > Administer Workforce > Automatic Actions (USF) > Use > Prob Term Supv Rev

Prob Term Supv Rev

Find an Existing Value

Search By: Automatic Action Type

Automatic Action Type:

Search Advanced Search

The supervisor selects which search criteria to use by selecting one from the **Search By** dropdown menu.

The **Search By** field contains the following possible values:



- Action Date
- Automatic Action Type
- Empl Rcd Nbr
- EmplID

The supervisor now would select the Automatic Action Type from the dropdown menu.

The **Automatic Action Type** field contains the following options:



- Career Cond. TC Exceptions
- Career Cond. Tenure Conversion
- Career TC Exception
- Career Tenure Conversion
- Manual WGI
- Retro-active WGI
- SES Probation Termination
- Standard Probation Termination
- Super. Probation Termination
- WGI Postponed or Denied
- WGI W/O Min. Performance
- Within Grade Increase

Click .

The page will list the employees that meet the search criteria and are eligible for probation termination.

NOTE: If the supervisor wishes to extend the probationary period, the supervisor will request a personnel action to change the probation date.

NOTE: If the supervisor approves of the probation termination date, then the system will automatically process that termination.

Frequency of Review



The effectiveness of the probation termination process is dependent upon the supervisor reviewing their notifications for probation termination frequently. It is recommended that the supervisor review the notifications at minimum once per pay period.
